



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM

OSDS-PS-2026-040

To: Office of the Schools Division Superintendent Officials and Personnel
School Governance and Operations Division Chief and Personnel
Curriculum Implementation Division Chief and Personnel
Public Elementary and Secondary School Heads, Teachers and
Personnel
All Others Concerned

From: **RONNIE S. MALLARI, PhD, CESO III**
Regional Director
Concurrent Officer-In-Charge
Office of the Schools Division Superintendent

Subject: **SUBMISSION OF PERTINENT DOCUMENTS FOR VACANT
TEACHING AND TEACHING-RELATED POSITIONS IN THE
SCHOOLS DIVISION OF MARINDUQUE**

DATE: October 7, 2026

1. This Office announces the invitation for submission of pertinent documents for the following vacant positions:

Position Title	No. of Vacancy	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
School Principal III	1	21	73303	Master's degree in Education, or Educational Management, or Educational Leadership ; or Master's degree in relevant learning area with	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional	5 years teaching experience and 3 years experience in school management and operations	RA 1080, as amended (Teacher)	Elementary

				at least 15 units in Management	Leadership acquired within the last 5 years			
School Principal I	9	19	59153	Master's degree in Education, or Educational Management, or Educational Leadership ; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended (Teacher)	Argao NHS, Botilao NHS, Masaguisi Annex, Puting Buhangin NHS, Sayao NHS, Tapuyan NHS & Elementary (3)
Master Teacher II (Senior High School Master Teacher II - Academic Track and Core Subjects)	1	19	59153	Master's degree in relevant strand/subject plus 18 professional units in Education Master's degree in relevant strand/subject	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within	5 years experience in teaching in relevant strand/s subject and 1 year experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher-Secondary) for permanent appointments None required for provisional and contractual appointments must pass the LET within 5 years after	Senior High School

					the last 5 years;		the date of first hiring	
Master Teacher II	1	19	59153	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher-Elementary/Secondary)	Boac North District
Master Teacher I (Senior High School Master Teacher I - Academic Track and Core Subjects)	2	18	53818	Master's degree in relevant strand/subject plus 18 professional units in <u>Education</u> Master's degree in relevant strand/subject	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5	5 years experience in teaching or industry work in relevant strand/subject	RA 1080, as amended (Teacher-Secondary) for permanent appointments None required for provisional and contractual appointments	Senior High School

					years; or Completi n of NEAP- requisite profession al developme nt program for Career Stage III (Highly Proficient Teacher)		must pass the LET within 5 years after the date of first hiring	
Master Teacher I	6	18	53818	Master's degree in Education, or Education al Leadership , or Education al Manageme nt, or relevant subject or learning area	24 hours of training in any of or a cumulativ e of the following: Curriculu m, Pedagogy, Subject Specializa tion and 8 hours of training in Instructio nal Supervisio n acquired within the last 5 years; or Completi n of NEAP- requisite profession al developme nt program for Career Stage III (Highly Proficient Teacher)	5 years teaching experien ce	RA 1080, as amended (Teacher- Elementa ry/ Secondar y)	Boac South District, Buenavista District Mogpog District, District & Torrijos District (3)
Teacher IV (Special Needs Education Teacher I)	1	14	38764	Bachelor of Secondary Education, major in Special Education;	None required	None required	RA 1080 PBET/ LET/Teac her's Exam	Cawit National Comprehen sive High School

				Bachelor of Secondary Education plus 18 units in special education in the graduate level; Bachelor of Secondary Education plus 15 units in special education with 2 years of very satisfactory teaching experience in the regular schools and is willing to be trained within a year; Bachelor of Secondary Education plus 12 units in special education with 4 years of very satisfactory teaching experience in the regular schools and is willing to be trained within a year; Bachelor of Secondary Education plus 9 units in special education with 6 years of very satisfactory teaching experience in the regular schools and is willing to				
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				train within a year; and Bachelor of Secondary Education plus 2 years of very satisfactory teaching experience as a SPED teacher.				
Teacher IV (Special Education Teacher I)	1	14	38764	BSEEd- BS Special Education With Specialization in SPED- Undergrad; BSEEd/BS SPED With 18 Units MA-SPED; BSEEd/BS SPED With 15 units MA-SPED; BSEEd/BS SPED With 12 Units in MA-SPED; BSEEd/BS E With 9 units MA-SPED; BSEEd/BS SPED/ BSE as enumerated in DepEd Order No. 7 s.2015	None required	None required; 3 years actual teaching in SPED; 4 years of actual teaching in SPED; 5 years of actual teaching in SPED; and 6 years actual teaching in SPED; With teaching experience in SPED or Inclusive Setting as enumerated in DepEd Order No. 7 s.2015	RA 1080 PBET/ LET/ Teacher's Exam	Elementary
Teacher III (Special Science Teacher I)	2	13	36125	Bachelors degree in a specialized field in Science, Technology, Engineering , Mathematics, or other applied courses as identified and approved by DOST as priority S&T courses	None Required	None Required	RA 1080 (Teacher) Secondary; if not RA 1080 eligible, applicant must pass the LET within five (5) years after the date of first hiring	Senior High School

Teacher III	4	13	36125	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Secondary)	Bangbang NHS, Malibago NHS & Marinduque NHS & Yook NHS
Teacher III	4	13	36125	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Gasán District (1), Boac North District (1) & SCE District (2)
Teacher II	2	12	33947	Bachelors degree in Education; or Bachelors degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Secondary)	Bognuyan NHS & Kilo-kilo NHS
Teacher II	5	12	33947	Bachelor's degree in Education;	8 hours of training	1 year teaching	RA 1080, as amended	Boac North, Buenavista

				or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	experience	(Teacher-Elementary/Secondary)	District, Gasan District (2) & Mogpog District
Teacher I (Senior High School Teacher I - Academic Track and Core Subjects)	2	11	31705	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any bachelor's degree with at least 15 units of specialization in the relevant strand/subject plus 18 professional units in Education Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strands/subject	None Required	None Required	RA 1080 as amended (Teacher-Secondary) for permanent appointments None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>	Senior High School
Teacher I (Senior High School Teacher I - Technical	2	11	31705	Bachelor's degree relevant to the area of specialization plus 18 professional	National Certificate (NC) II in relevant technical-vocational course(s)	None Required	RA 1080 as amended (Teacher-Secondary) for permanent	Senior High School

Vocational Track (TVL))				units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization	in the area of specialization		t appointments None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>	
Teacher I	4	11	31705	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None required	None required	RA 1080, as amended (Teacher-Secondary)	Marinduque NHS (2), Punong NHS & Tapuyan NHS
Teacher I	10	11	31705	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None required	None required	RA 1080, as amended (Teacher-Elementary/ Secondary)	Elementary

2. All interested applicants to vacant positions shall submit the following documentary requirements to the respective HRMOs, through the Records Section or designated sub-committee/s (school), on or before October 17, 2026, 5:00 PM:

- a. Letter of intent addressed to the SDS containing the following information:
 - o Statement of purpose/ expression of interest; and
 - o Learning area/ subject group they intend to teach, if applicable.
- b. Fully accomplished Personal Data Sheet (PDS), notarized with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2026); digitally signed or electronically signed;
- c. Photocopy of Voter's ID and/or any proof of residency (for teaching positions);
- d. Hard copy or electronic copy of proof of eligibility/rating/license, if applicable;
- e. Hard copy or electronic copy of proof of rating, if applicable;
- f. Hard copy or electronic copy of scholastic/academic Record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
- g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
- h. Photocopy of latest appointment (for those applying for promotion);
- i. Photocopy of certificate/s of relevant specialized training or professional development programs, if any;
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), for Senior High School (TVL applicants only);
- k. Hard copy or electronic copy of the required Performance Ratings with at least Very Satisfactory rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 25 of DepEd Order No. 020 s. 2024. The latest performance rating shall cover one (1) year complete performance rating period in the current position (for teaching positions);
- l. Hard copy or electronic copy of the Performance Rating covering one year complete performance rating period acquired in the current or latest position prior to the date of submission. For applicants whose previous job uses other performance appraisal tools in which the rating period follows a semestral or quarterly cycle, one year performance shall be equivalent to two or four performance ratings, respectively (for teaching-related positions);
- m. Notarized Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012):
 - o The applicant must fill out the "Status of Submission" column; and
 - o The HRMPSB/HRMPSB Secretariat/Division Sub-Committee/Division Sub-Committee Secretariat (school) must fill out the "Verification" column.
- n. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators (for teaching positions); and
- o. Other documents as may be required by the HRMPSB, including but not limited to (for teaching-related positions):

- Documents showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of the issuance of appointment; and
 - Hard copy or electronic copy of the Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, if applicable.
3. Application documents must use proper tabbing, as outlined in the checklist of requirements, and include proper pagination. The checklist must be placed on top of the documents.
4. Individuals who will fail to submit complete mandatory documents (item 2.a to 2.m) until October 17, 2026 shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 2.n & o) shall not warrant exclusion from the pool of official applicants.
5. The conduct of the classroom observation using the Classroom Observation Tool (COT) and the assessment of Non-Classroom Observable Indicators (NCOT) will be announced in a separate memorandum (for teaching positions).
6. Please note that the submission of application for Teacher I position for S.Y. 2026-2027 has already ended on March 6, 2026, per Unnumbered Division Memorandum dated February 16, 2026.
7. Filling up of vacant Teacher I positions for School Year 2026–2027 shall be done using the existing Comparative Assessment Results – Registry of Qualified Applicants (CAR-RQA).
8. There shall be no discrimination in the selection of applicants on account of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal employment opportunity.
9. For dissemination and information.